

28 August 1985

MEMORANDUM FOR: Chief, Classification Review Division

STAT

FROM: [REDACTED]

SUBJECT: Statistical Report

1. As you are fully aware, CRD has undergone several changes in the past few months: new personnel, old personnel leaving, starting mandatory reviews, an increase in SAEs, coordinating several FRUS' at once, etc. It has come to my attention that adapting to these changes quickly and easily is the key to either the success or failure of completing the work and meeting deadlines by CRD personnel.

2. As you can see by the attached chart, I have provided you with the total number of requests that your division has been assigned. With the total, I have broken each category down to let you know who the reviewer was and the percentage of work given to that individual. I did not feel it was necessary to provide any information on SAEs since there has been no problem to date (they are only in CRD one to two days). I am hoping that this will help you realize that if all the work is falling on the same reviewers, it will slow down the process of turn-around items and therefore cause a delay in replying to the appropriate office. In some cases, of course not all and hopefully not many, reviewers tend to slack off and not do a complete review to their highest potential because they are trying to get their workload kept at a minimum. I feel that if a running subtotal was kept at hand for reference, every individual could be utilized, turn-arounds would be more rapid, reviewers would get an understanding of all the work, and it would provide CRD with the capability of fill-ins when they are needed after the division is officially divided into branches in the near future.

3. Note: Such categories as Mandatories and Miscellaneous Requests (Mostly External) may have a higher subtotal than that of the overall total; this is due to two people working on the same item. I would appreciate any comments you may have.

Best Regards!

[REDACTED]
STAT

Attachment

28 August 1985

STATISTICAL REPORT
(From 1 January thru 28 August 1985)

TOTAL REVIEWS RECEIVED IN CRD:

Type of Review	Total Number	Percent of Work
Mandatory Reviews	109	11.75%
Manuscripts	61	6.57%
SAEs	695	74.89%
Miscellaneous Requests/External	63	6.79%
	<hr/>	<hr/>
Total	928	100.00%

MANDATORY REVIEWS:

Name	Number Completed	Percent of Work
STAT	22	20.37%
	6	5.55%
	5	4.63%
	3	2.78%
	0	0.00%
	3	2.78%
	1	.93%
	13	12.04%
	24	22.22%
	20	18.52%
	5	4.63%
	6	5.55%
	0	0.00%
	<hr/>	<hr/>
	Subtotal	108*
STAT		100.00%

MANUSCRIPTS REVIEWS:

<u>Name</u>	<u>Number Completed</u>	<u>Percent of Work</u>	
STAT	13	21.31%	
	4	6.56%	
	2	3.28%	
	5	8.20%	
	0	0.00%	
	24	39.34%	
	0	0.00%	
	0	0.00%	
	1	1.64%	
	1	1.64%	
	0	0.00%	
	0	0.00%	
	0	0.00%	
	11	18.03%	
<hr/>		<hr/>	
Subtotal		61	100.00%

MISCELLANEOUS REVIEWS (EXTERNAL):

<u>Name</u>	<u>Number Completed</u>	<u>Percent of Work</u>	
STAT	6	10.53%	
	19	33.34%	
	4	7.02%	
	1	1.75%	
	1	1.75%	
	3	5.26%	
	2	3.51%	
	7	12.28%	
	2	3.51%	
	4	7.02%	
	0	0.00%	
	1	1.75%	
	0	0.00%	
	7	12.28%	
	<hr/>		<hr/>
Subtotal		57*	100.00%

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Statistical Report

FROM:

EXTENSION

NO.

STAT DATE 28 August 1985

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. [Redacted]	CRD/External	28 Aug	JTE	1 to 2. Very enterprising on Kelvin's part. The definition of "work" might be the weak point, since number of documents may be a number of requests might be quite different from number of pages. Judging by the number of SATE's, plus manuscripts, etc., it looks like Mike J. is our [Redacted] not surprising since he's been most experienced also.
2. [Redacted]				
3. Chief, CRD				
4. [Redacted]				
5. [Redacted]				
6. [Redacted]				
7. [Redacted]				
8. [Redacted]				
9. [Redacted]				
10. [Redacted]				
11. [Redacted]				
12. [Redacted]				
13. [Redacted]				
14. [Redacted]				
15. [Redacted]				

FY 1984

TOTALSINTERNALEXTERNAL

STAT

MANHOURS

STAT

DOCUMENTS

1165

11,752

PAGES

13,876

117,117

PERCENT OF
OVERALL EFFORT

23.34?

75.50?

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Number

Number Completed

Percent of Work

MONTH IN VIEW	NUMBER OF MANDATORIES	NUMBER OF WORK DAYS	AVERAGE FOR THE MONTH
May	22	354	16.09
June	34	193	5.68
July	20	89	4.45
TOTAL	76	636	8.37

BRING UP AT STAFF MEETING:

1. Always put a coordination on the white cover sheet and preferably on the comments memo.
2. Fill out the Part ____ of ____ on the white sheet.
3. Reviewers should put the Mandatory Review "E Number" at the top of their comment sheet so if they become unattached, they can easily be identified.
4. Reviewers are also reminded to make sure that all pages are accounted for in the documents they review. Please make note of any missing pages so that they can be received as soon as possible.